ALABAMA REAL ESTATE

C O M M I S S I O N

EMPOWER, CONNECT, AND EDUCATE

1201 Carmichael Way / Montgomery, Alabama 36106
Phone: 334.242.5544 / Fax: 334.270.9118
arec.alabama.gov / arec@arec.alabama.gov

Important Reminders for Submitting Course Applications

- The specific rule in Alabama License Law that governs content for continuing education courses is 790-X-1-.11.

- The curriculum must consist of subjects which are core real estate and which will assist the licensee in fulfilling the Commission's objective of protecting the public.

- On the application you must show how the consumer/client will benefit from the licensee taking this course. You are not showing how a licensee will benefit. Your course outline, objectives, and strategies should all be written with the benefit to the customer/client in mind.

- Alabama License Law specifically lists as unacceptable subject matter: motivational courses, personal development courses, sales meetings, in-house training and orientation sessions.

- The $100 fee is a course review fee. If your course is denied, this fee is not refunded.

- The content outline should be detailed with time segments of between 5 and 15 minutes each. You should clearly identify the topic that will be covered during the time segment. A ten-minute break is allowed for every 50 minutes of course time.

- Course objectives should be in the format of "At the conclusion of this course, the student will be able to….." Objectives must be measurable.

- Course strategies should clearly describe what the instructor plans to do in the course to promote student interaction. We want to know what you will do in the class other than lecture (role play, town hall, questions/answers, PowerPoint, games, case studies, etc.).

- Three days after submitting the course you should log on to the Commission website to see if the course has been approved or if more information is required.

- Courses must be taught under an approved school.

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COMMISSION
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Instructions for the Online Course Application

1. Go to the Commission's website at arec.alabama.gov and click on "Online Services Login" button at the top right-hand corner of the page.

2. On the *Login for All Commission Services* screen type in your five-digit instructor license number, the last four digits of your social security number, and select your date of birth. Click "Login."

3. Answer your security question and click "Continue." If your answer is incorrect, you will be prompted to answer two more questions.

4. Under *Available Services,* click "New Course Applications."

5. On the *Course Application* page, select either a classroom or distance education course application.

6. Enter all required information in the spaces provided.

7. Once all of the information has been entered, you will be taken to the Signature Page.

8. There will be an opportunity to review and edit any information that has been entered. Once satisfied with the entries, verify that the accuracy and applicability of the content has been reviewed by clicking "Yes."

9. Enter an e-Signature.

10. There will be an option to pay with a credit card or e-check. All appropriate information for the credit card or e-check must be entered for the payment to be processed. Once the accuracy of your information has been verified, click "Submit."

11. You are now given an option to print a receipt for your payment or to return to enter another course. You are strongly encouraged to print a receipt for your records.

12. After three business days, log in to *Online Services,* go to *Course Applications,* and click "See Pending Approval/Approved Courses" to check the status of course submissions.

13. If the course has been approved you will see the message that it has been approved. If the Commission requires additional information, the requested information will need to be submitted. After submitting the requested information, check two business days later to see if the course has been approved.

14. If you would like to see a list of all of the courses you are approved to teach, go back to the *Available Services* screen. Click "Approved Courses" and you will see a list of the courses you are currently approved to teach. You can print this page by clicking on "Print" at the top of the screen.